

*Clara J. Martinson*

HANDBOOK  
YOUNG WOMEN'S  
Student Government  
Association



STATE NORMAL SCHOOL  
FITCHBURG, MASSACHUSETTS  
1923



HANDBOOK  
YOUNG WOMEN'S  
Student Government  
Association

STATE NORMAL SCHOOL  
FITCHBURG, MASSACHUSETTS

1923



## AGREEMENT

We, the principal and faculty of the Fitchburg State Normal School, mindful of our responsibility to the parents of our students and to the Department of Education of Massachusetts, for the proper conduct of this institution; mindful, also, that the students who avail themselves of the advantages the school affords find resting upon them, within somewhat narrower limits, a similar responsibility which they should be free to exercise so far as they will; do hereby recognize the Student Government Association, and commit to it the ordering of the community life of the students resident in Palmer and Miller Halls, saving only such affairs as are herein withheld or may hereafter be withdrawn after consultation with the officers of the association, and after written notice of not less than ten days. And we pledge to the association our cordial support in furthering the purpose for which it is organized.

1. The principal and faculty reserve jurisdiction over:

- (a) Matters pertaining to the academic standing of students.
- (b) Management of the household, and use of school property and equipment.
- (c) Major offenses involving the possibility of suspension from school.
- (d) Final approval of organizations, publications, and entertainments.

(e) Matters pertaining to the health of the students.

2. All formal action taken by the student government council shall be communicated in writing to the dean of women and shall go into effect when the president of the association receives her acknowledgment.

3. An advisory committee of three faculty members shall be appointed by the principal. These members shall be chosen from a list of names presented by the student government council.

We, the students of the Fitchburg State Normal School desiring to express our loyalty to the highest ideals of the school and to promote the growth in character and power of all the students now here and of those to come in the future, and believing that we can best attain this end by assuming a responsibility, individually, and collectively, for our conduct in school life through a Student Government Association, agree loyally and faithfully to support the association, and to perform all duties incumbent upon us as members and officers.

We, the principal and faculty and we, the resident students of the Fitchburg State Normal School do hereby set our signatures through our representatives, this day, February 8, 1923.

Signed:

WM. D. PARKINSON, Principal  
ALICE G. CAREY, President of  
Student Government.

# INSERT FOR STUDENT GOVERNMENT HANDBOOK

## MISDEMEANOR SYSTEM

SECTION 1. The following count as one misdemeanor:

(a) Breaking any rule in regard to Registration, Nights Out, Automobiling, Use of Laundry, and Care of Rooms.

(b) Three warnings will be given in the case of quiet hours and light rules.

(c) If spoken to once by the House President during quiet hours it counts one misdemeanor.

(d) Continuous violation of one of the minor rules, subjects a girl to one misdemeanor.

(e) Coming in less than 15 minutes late.

SECTION 2. The following count as two misdemeanors:

(a) Returning more than 15 minutes late.

(b) Meeting gentlemen by appointment outside dormitories.

SECTION 3. A girl may be immediately brought up at Council for any of the following:

(a) Three misdemeanors.

(b) Attendance at a public dance or any unapproved social affair.

(c) Going elsewhere than where registered. (This applies especially to church.)

(d) Smoking.

AMENDMENT 1. The Council has the power to call before it any girl whose conduct has made it advisable.

SECTION 4. Girls having more than six misdemeanors shall be on probation indefinitely which means that she shall attend no social affair and leave her room only to go to meals, church, or shopping. A girl is on her honor to keep this.

HONOR SYSTEM Under the honor system, girls are obliged to report themselves for any violation of the rules. If one girl sees another deliberately violate a rule it is her duty to ask her to report herself and, if she fails to, she should see that the matter is brought to the attention of the House President. Girls should not hesitate taking this step as it is not fair to the majority if some have not honor enough to keep the rules, also it brings discredit on the school as a whole.



# CONSTITUTION

## OF THE

## STUDENT GOVERNMENT ASSOCIATION

### ARTICLE I

#### NAME

This association shall be called the Student Government Association of the Fitchburg State Normal School.

### ARTICLE II

#### PURPOSE

The purpose of this organization shall be to promote the highest standards of community life among the resident students, regulating and controlling it in so far as it is delegated to it by the faculty.

### ARTICLE III

#### MEMBERSHIP

The membership of this organization shall consist of all the students residing in the dormitories of the Fitchburg State Normal School.

The annual membership dues shall be one dollar a year per member; one-half to be paid in September and one-half in January.

### ARTICLE IV

#### ORGANIZATION

SECTION 1. The officers of this association shall be a president, vice-president, secretary, and treasurer.

SECTION 2. The executive committee shall consist of the following:

- (a) Officers of the Student Government Association.
- (b) House presidents.
- (c) The dean of women as an honorary member.

SECTION 3. The council shall consist of the following members:

- (a) The executive committee.
- (b) House vice-presidents.
- (c) Three seniors-at-large.
- (d) Three juniors-at-large.

## ARTICLE V

### DUTIES OF THE OFFICERS

SECTION 1. The president shall preside at all meetings of the association and of the council, voting only in case of a tie. She shall serve, at her discretion, as an ex-officio member of any committee of the association or council. In cases requiring immediate attention she shall have full power to act. At the next council meeting she shall state her reasons for such action and seek the ratification of the council.

SECTION 2. The vice-president shall assume the duties of the president, in her absence, and aid as far as possible in the work of the association.

SECTION 3. The secretary shall keep a permanent record of all the proceedings of the association and of the council, and shall communicate to the dean of women, the proceedings of the council before the action has been definitely taken. She shall keep the record of attendance.

SECTION 4. The treasurer shall collect all dues and care for all funds of the association. She shall make all necessary disbursements upon the approval of the council. She shall render a report of all funds when called upon to do so by the council.

SECTION 5. The house presidents shall call and preside at all house meetings and bring to the council all important matters affecting the residents of their respective halls. They shall supervise the carrying out of the regulations, and appoint the proctors with the approval of the council.

SECTION 6. The house vice-presidents shall assume the duties of the house president when necessary.

SECTION 7. (a) In Palmer Hall there shall be four proctors, two on a floor; one proctor having charge of each end of the hall. In Miller Hall there shall be two proctors, one on each floor.

(b) A substitute proctor shall be appointed on each floor to assume the duties of the proctor in her absence.

(c) The proctors shall serve for a term of one month.

SECTION 8. The proctors shall preserve quiet and order and see that the regulations of the association are observed. They shall keep records of any violations of the regulations.

## ARTICLE VI

### ELECTIONS

SECTION 1. (a) The officers of the association, the house presidents and the three

seniors-at-large shall be elected at a meeting held not later than one month before the close of the school term in the spring.

(b) The house vice-presidents and the three juniors-at-large shall be elected at a meeting held not later than one month after the opening of the school term in the fall.

SECTION 2. The officers of the association, house presidents, and three seniors-at-large are to be chosen from the incoming senior class; the house vice-presidents and the three juniors-at-large from the incoming junior class.

SECTION 3. A nominating committee shall be appointed by the student council with the approval of the advisory committee. This committee shall appoint two nominees for each office and this list of names shall be posted at least two days before elections.

## ARTICLE VII

### MEETINGS

SECTION 1. Meetings of the Student Government Association shall be held at least once a month or more often if deemed advisable by the president or a majority of the council. The first meeting in the fall shall be held during the first week after the opening of school. At this time the constitution and by-laws of the association are to be read and explained by the president. At the annual meeting in May the reports of the secretary and treasurer shall be read.

SECTION 2. The executive committee shall meet at the call of the president.

SECTION 3. The council shall meet at least once every other week.

SECTION 4. Notices of meetings shall be posted at least twenty-four hours in advance.

SECTION 5. A majority of the members of the association shall constitute a quorum.

## ARTICLE VIII

### ADVISORY COMMITTEE

SECTION 1. There shall be a faculty advisory committee composed of the principal of the school, dean of women, and one faculty member chosen by the principal from a list submitted by the council.

SECTION 2. All action of the council must be approved by the dean of women who may, at her discretion, consult with the faculty advisory committee.

## ARTICLE IX

### AMENDMENTS

SECTION 1. Amendments to the constitution and by-laws may be made by a majority vote of the members of the association.

SECTION 2. Amendments shall be proposed to the council and submitted to the advisory committee of the faculty for approval. These shall be posted on the bulletin board, for at least one week, before they are voted upon by the association.



DIRECTIONS FOR  
THE LIFE OF YOUNG WOMEN  
IN THE FITCHBURG NORMAL SCHOOL

HOURS FOR MEALS

ON WEEK DAYS

Breakfast 7:30 A.M.; Dinner 12:00 noon; Sup-  
per 6:00 P.M.

ON SUNDAY

Breakfast 8:30 A.M.; Dinner 1:30 P.M.; Sup-  
per 6:00 P.M.

OFFICE HOURS

DEAN OF WOMEN

Tuesday, Wednesday, Thursday, Friday 12:30  
to 1:00 P.M.; 3:00 to 3:30 P.M.

RESIDENT NURSE

Each day, 8:00 to 8:30 A.M.; 12:00 to 12:30  
P.M.; 6:30 to 7:30 P.M.

HEADS OF HALLS

Each day 8:00 to 8:30 A.M.

CARE OF ROOMS

Pins, tacks, or nails are not to be driven into  
the walls or woodwork.

Students are held responsible for any damage  
done.

Electrical appliances of any kind are not to be  
used in the students' rooms.

Cleaning fluids and other combustible liquids  
are not to be used or kept anywhere in the halls  
of residence.

Each student may secure a key to her room by depositing twenty-five cents with the head of her hall.

Students are held responsible for the care of their own rooms.

## LAUNDRY

Each student is entitled to sixty cents worth of laundry work each week. Laundry bags must be deposited in the laundry of each hall before 8:30 A.M. Friday.

The laundry in Miller Hall is open for the use of students at all times, with the exception of Sunday, and between 7:30 and 10:00 P.M., Monday, Tuesday, Wednesday, and Thursday evenings.

Those in training may obtain permission to use the laundry on these evenings.

## GUESTS

Students may entertain guests at meals by registering before the meal.

Students may entertain men Friday and Saturday evenings and Sunday afternoons.

Guests entertained in the evening are to leave by 9:55 P.M.

Men will not be allowed above the first floor without consulting the head of the hall.

## ILLNESS

All cases of illness are to be reported promptly to the nurse, and if possible during her office hours. Students are at liberty to consult a physician only after consultation with the nurse.

A charge of fifteen cents is made for all meals taken to rooms. Trays must be ordered before the meal.



## TELEPHONE

Students may be called to the telephone for messages of emergency, and out of town calls.

## QUIET HOURS

Monday, Tuesday, Wednesday, and Thursday  
9:00 A.M. to 12:00 A.M.; 1:00 P.M. 4:00 P.M.;  
7:30 P.M. to 9:30 P.M.; 10:00 P.M. to 7:00 A.M.

Friday 9:00 A.M. to 12:00 A.M.; 1:00 P.M. to  
4:00 P.M.; 10:15 P.M. to 7:00 A.M.

Saturday 10:15 P.M. to 8:00 A.M.

Absolute quiet will prevail from 10:00 P.M. to  
6:30 A.M. on Monday, Tuesday, Wednesday,  
Thursday, and Sunday; and from 10:15 P.M. to  
6:45 A.M. on Friday and Saturday.

After evening entertainments no conversation  
may take place in the corridors.

Water may not be drawn in the bath tubs be-  
fore 6:30 A.M. or after 10:00 P.M. on Monday,  
Tuesday, Wednesday, Thursday, and Sunday  
nights, and after 10:15 P.M. on Friday and Sat-  
urday nights.

Bedroom slippers must be worn if it is nec-  
essary to walk about after 10:00 P.M. or before  
6:30 A.M.

A student wishing to be undisturbed may  
place a "Busy" sign on her door.

Musical instruments are not to be played  
during quiet hours.

The quiet and order of a well regulated house-  
hold will prevail in the halls at all times.

## SUNDAY

Reasonable quiet will prevail throughout the halls during Sunday.

The piano and other musical instruments may be played during the hours 11:00 A.M. to 3:00 P.M. and 5:00 P.M. to 7:30 P.M.

Absence from the halls on Sunday evening should be for the attendance of church.

## LIGHTS

Students should be in their own rooms and all lights out at 10:00 P.M., except on Friday and Saturday nights, when the lights shall be out at 10:15 P.M.

All shades are to be drawn when lights are turned on.

Lights are to be out and quiet prevail thirty minutes after the close of an evening entertainment.

A student living in a single room may have six light cuts a month, and one living in a double room, four light cuts.

Special permission for light cuts may be granted to those in training.

Each light cut permission ends at 12:00.

Lights are to be turned out when a student leaves her room for any length of time.

## REGISTRATION

Students are to fill out registration blanks for evening entertainments of all kinds, and for all-day hikes.

The registrations are to be cancelled immediately upon the student's return.

Students desiring to visit elsewhere than in their own homes should arrange with the dean.

Students desiring to take meals down town in the company of men must obtain permission from the dean of women.

If a student is detained at home after vacations, or at other times a message is to be sent immediately to the head of her hall.

Students spending the weekend in their own homes are asked to register in the "weekend book."

Students wishing to remain at the movies after 6:00 P.M. may do so by registering before they leave. They must be back in their own halls at 7:00 P.M.

### NIGHTS OUT

Students are not to be off the campus or out of their own rooms after 7:30 P.M. on Monday, Tuesday, Wednesday, and Thursday, 10:00 P.M. on Friday and Saturday, and after 9:00 P.M. on Sunday, except with permission.

From May 1, until the close of school in the spring students will be allowed to remain out-of-doors until 8 o'clock in the evening. During this time students are allowed to go to Kendalls and walk off the campus but may not go to Main street. Study hour begins in the dormitories at 7:30 as usual.

Special permission should be secured to spend the evening or night in another hall.

First year students may be absent from the halls one study night a month; second year students two study nights, third and fourth year students three study nights.

Permission for nights out and late leave may be secured from the dean, also for all social events off the campus.

## AUTOMOBILING

Motoring in the afternoon is permitted when there are two or more couples and in the evening with an approved chaperon.

## WHALOM

Students are not to visit Whalom at any time without a chaperon. On Field Day students are permitted to take part in the dancing, but at no other time.

## FIRE DRILLS

### PROCEDURE

1. The fire signal is the fire gong.
2. Fire drills shall be held in each hall at least once a month.
  - (a) Upon the sound of the fire gong each student should rise immediately, put on her kimona, slippers, and heavy wrap, close windows and transom and pass quickly and quietly from her room (leaving her door open) to head of stairway at her end of the corridor.
  - (b) After answering to the roll call, she should proceed to the first floor under the leadership of her lieutenant.

### OFFICERS

1. Appointment of officers.
  - (a) The fire chief shall be elected by both halls.
  - (b) Each fire captain shall be elected by her own hall.

(c) The lieutenants shall be appointed by their captain.

2. Duties of officers.

(a)

1. The fire chief shall have charge of all fire drills.
2. She will be responsible for the condition of all the fire apparatus in the halls.

(b)

1. Each fire captain shall conduct the drills in her hall.
2. She shall take command in case of fire.

(c)

1. There shall be two first lieutenants on each floor.
2. They shall call the roll before leading their group to the first floor.
3. They shall report at once to their captain on reaching the main floor.

(d)

1. There shall be two second lieutenants on each floor.
2. They shall inspect rooms and report any neglect of the regulations.

### NOTE

1. *Absolute silence must prevail throughout the entire drill.*



# THE DAY GIRLS' ASSOCIATION FITCHBURG STATE NORMAL SCHOOL

## ARTICLE I

### NAME

The name of the organization shall be "The Day Girls' Association of the Fitchburg Normal School."

## ARTICLE II

### PURPOSE

The purpose of this association shall be to uphold the highest standards of honor in all matters of personal conduct, to increase the sense of individual responsibility in school life, and to form an official body to give expressions to the opinions of the group, and to regulate all matters pertaining to the association.

## ARTICLE III

### MEMBERSHIP

The membership shall consist of all the young women who reside off the campus. Membership dues shall be fifty cents a year.

## ARTICLE IV

### ORGANIZATION

SECTION 1. Officers of the association shall be president, vice-president, secretray, and treasurer.

SECTION 2. The executive committee shall consist of the officers.

SECTION 3. The council shall consist of

(a) The executive committee.

(b) Junior and senior representatives from each town group.

## ARTICLE V

### DUTIES OF THE OFFICERS

SECTION 1. The president shall preside at all meetings of the executive committee, the council, and the association.

SECTION 2. The vice-president shall carry on the duties of the president in her absence.

SECTION 3. The secretary shall keep a record of all the proceedings of the executive committee, council, and association.

SECTION 4. The treasurer shall collect and keep a record of all association dues.

## ARTICLE VI

### ELECTIONS

SECTION 1. Officers of the association shall be elected the third week in May.

SECTION 2. The council shall be elected the first week in October.

SECTION 3. Nominations for officers and members of the council shall be presented to the members by a nominating committee.



## ARTICLE VII

### MEETINGS

SECTION 1. A meeting of the entire association shall be called at the discretion of the president.

SECTION 2. A quorum shall consist of two-thirds of the membership.

SECTION 3. The executive committee shall meet at the call of the president.

SECTION 4. The council shall meet every other week.

## ARTICLE VIII

### ADVISORY COMMITTEE

SECTION 1. There shall be an advisory committee composed of the principal, dean of women, and a member of the faculty.

## ARTICLE IX

### AMENDMENTS

SECTION 1. An amendment shall be proposed by the council and submitted to the advisory committee and then voted upon at a meeting of the association.

## BY-LAWS

Believing that the spirit of law and order is more important, than the letter only, the following rules have been drawn up.

1. Quiet must be maintained in lobby, locker room, and rest room during all class periods.
2. A moderate tone of voice must be used at all times in lobby, locker, lunch and rest rooms.

3. Each member of the association shall assume her share of the responsibility of the care of the lunch room, the locker room, and the rest room.
4. General conduct on the streets, in the street cars, trains and stations must be such that it will not invite criticism.
5. A moderate tone of voice must be used at all times on the streets and in traveling to and from the school.

State  
Normal  
School  
Department  
Printing  
and  
Typography  
Fitchburg  
Massachusetts





